



STI Data Storage Policy

Overview

The STI Information Technology Department developed a data storage infrastructure (datacluster) that enables faculty, staff, and students to store and access data in a secure and protected directory. This data storage can be accessed from any desktop/laptop that has access to the STI secure network, provided that users login with their STI username and password. All individual data storage directories are tied to STI username and password. Please refer to the STI Technology Resource Policy for definition what desktop/laptops have access to the STI secure network.

Policy

Faculty and Staff Data Policy

Faculty and Staff members will have access to 2 GB of email storage and 3 GB of data storage on their homefolders (H). In the event that a faculty or staff member requires additional network storage space to perform his/her professional responsibilities, requests should be submitted to their supervisor for approval. Then will be passed on to Erik VanLaecken, Director IT/CIO for final approval. If approval is granted, either the individual's storage quota will be increased or an alternate storage location will be developed.

All storage quotas are set as an STI Policy. Users who approach or exceed their storage limit will receive an email notification notifying that they are approaching or have exceeded the storage limit. Users will not be able to save additional data on their homefolder until storage has been freed up. Users will be able to move data from their homefolder to another location (hard drive, cd-rom, flash drive) to free up storage space. No files will be deleted by the STI IT Department.

The data storage infrastructure is intended for educational data only. It is not intended to archive large amounts of non-critical or personal data including the storage of personal pictures, videos, music or any other non-educational material.

Faculty and staff data is backed up on a daily basis in anticipation of potential system-wide disaster recovery. The STI IT Department will put a good faith effort to recover lost or accidentally deleted files, individual users should develop contingency data backup procedures.

The STI IT Department reserves the right to suspend email and network data storage access if illegal data is stored in these locations. Storage of illegal or copyrighted materials outside of



individual ownership or academic use is prohibited.

All Faculty and Staff data will be removed upon termination of employment at STI.

Student Data Storage Policy

Students will have access to 400MB of email storage and 500MB of data storage on the Datacluster. These quotas will not be increased under any circumstances.

All storage quotas are set as an STI Policy. Users who approach or exceed their storage limit will receive an email notification notifying that they are approaching or exceeded the storage limit. Users will not be able to save additional data on their homefolder until storage has been freed up. Users will be able to move data from their homefolder to another location (hard drive, cd-rom, flash drive) to free up storage space. No files will be deleted by the STI IT Department.

The data storage infrastructure is intended for educational data only. It is not intended to archive large amounts of non-critical or personal data including the storage of personal pictures, videos, music, or any other non-educational material.

Student data is backed up on a daily basis in anticipation of potential system-wide disaster recovery. The STI IT Department will put a good faith effort to recover lost or accidentally deleted files, individual users should develop contingency data backup procedures.

The STI IT Department reserves the right to suspend email and network data storage access if illegal data is stored in these locations. Storage of illegal or copyrighted materials outside of individual ownership or academic use is prohibited.

Student data will be removed upon graduation or termination from STI. E-mail accounts for graduating students will stay active for one semester beyond their graduation date.

Revision History

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| April 3, 2009 | Policy effective date |
| July 21, 2009 | Changed Student storage limit from 1GB to 500MB |